

ADMINISTRATIVE ASSISTANT
Public Works Department

General Statement of Duties: Assists the Director of Public Works to carry out the administrative functions of the Public Works Department.

Distinguishing Features of the Class: An employee in this class is responsible for administrative work requiring independent judgement and initiative.

Areas of Accountability:

1. Assists the Director in administering the activities of the Public Works Department.
 - Carries out special projects and studies as deemed necessary by the Director;
 - Provides advice and recommendations to the Director in area of expertise;
 - Prepares factual, clear, concise written staff reports with specific recommendations concerning Public Works matters;
 - Serves as an active member of various management staff teams created to deal with specific problems and issues.
2. Administers the department's personnel functions.
 - Recruitment and placement of new employees;
 - Maintains department personnel records;
 - Coordinates all department personnel functions with the Personnel Department.
3. Provides administrative support to the operational division of the Public Works Department.
 - Coordinates the maintenance and updating of department records;
 - Monitors and provides recommendations for improvement of administrative procedures, i.e. complaint systems, work order, etc.;
 - Assists supervisory staff to update work rules and policies.
4. Coordinates training programs to meet the needs of the various operating divisions.
5. Assists the Director with the preparation of the Department's annual budget.
6. Represents the Public Works Department when delegated.
 - Deals with the public on an individual basis;
 - Represents the department at meetings with other City departments, county, and metropolitan organizations.
7. Perform additional duties as may be required.

Required Knowledge, Skills, and Abilities: Knowledge of principles and practices of public works or local government administration, public personnel administration and local finance administration; ability to write clear and concise reports; ability to accomplish goals with minimum of supervision and ability to establish good working relationships with department and City staff.

Acceptable Experience and Training: Graduate from college or university with major course work in business, public administration or any combination of experience and training which provides the required knowledge. Experience in municipal administration or related field desirable.

2/2000 NU 20